

**COMMISSION ON LOCAL GOVERNMENT
COMMONWEALTH OF VIRGINIA**

Rules of Procedure

**EFFECTIVE
NOVEMBER 1, 1984**

**Non-Substantive Changes made September 1, 2000
[SEE NOTICE ON NEXT PAGE]**

NOTICE: This is an unofficial copy of the Commission on Local Government's Rules of Procedure developed especially for posting on the World Wide Web.

The copy that follows contains certain changes made to correct typographic errors, and to reflect the recodification of Title 15.1 of the Code of Virginia, the relocation of the Commission's offices, and other non-substantive occurrences since 1984. In addition, this copy also contains other items such as the Commission's Guidance Documents [Guidelines for Submissions in City-to-Town Transitions (January 6, 1997) and Guidelines for Advisory Review of Voluntary Economic Growth Sharing Agreements Pursuant to Section 15.2-1301 of the Code of Virginia (November 26, 1996)] and Conversion Table: Rules of Procedure - Virginia Administrative Code.

An official copy of the Commission's Rules of Procedure can be obtained by contacting its offices as indicated below or it can also be located in the Virginia Administrative Code at 1 VAC 50-10 and 1 VAC 50-20.

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COMMISSION ON LOCAL GOVERNMENT
COMMONWEALTH OF VIRGINIA

ORGANIZATION AND RULES OF PROCEDURE

PART I

COMMISSION ON LOCAL GOVERNMENT

- 1.1 Statutory Creation The Commission was created as a permanent body by Chapter 85 of the Acts of Assembly of 1979 (Code Sec. 15.2-2900 et seq.).
- 1.2 Principal Duties The Commission is charged with reviewing proposed annexations, other local boundary change issues, petitions for partial immunity, local government transitions, and various interlocal agreements developed pursuant to Section 15.2-3400 of the Code of Virginia and with assisting other interlocal concerns for the purpose of maintaining the Commonwealth's political subdivisions as viable communities in which their citizens can live (Code, Secs. 15.2-2900, 15.2-2903 and 15.2-3400).
- 1.3 Commission The Commission consists of five (5) members appointed by the Governor and confirmed by the General Assembly. The members are appointed for five-year staggered terms, with the term of one member expiring each year. Members are eligible for reappointment (Code, Sec. 15.2-2902).
- 1.4 Qualifications Members at the time of appointment and during their terms of office must be qualified voters under the Constitution and laws of the Commonwealth of Virginia and must be qualified by knowledge and experience in local government. Members of the Commission may not hold any other elective or appointive public office (Code, Sec. 15.2-2901).
- 1.5 Officers The Commission shall elect from its membership at its regular January meeting, or as soon thereafter as possible, a Chairman and a Vice Chairman, who shall serve terms of one (1) year, or until their successors are elected. In the event of a vacancy occurring in the office of Chairman or Vice Chairman, for any cause, the

Commission shall fill the same by election for the unexpired term. The Chairman shall preside at all meetings, presentations, and public hearings held by the Commission unless absent. In the absence of the Chairman, the Vice Chairman shall preside at any meeting or other assembly of the Commission and shall exercise all powers and duties of the Chairman. In the event that neither the Chairman nor Vice Chairman is present for a meeting, the remaining members of the Commission shall elect a temporary Chairman who shall exercise all powers and duties of the Chairman (Code, Sec. 15.2-2905).

1.6 Powers and Duties of Chairman In addition to any other powers or duties placed upon the Chairman by law, these Rules, or other action of the Commission, the Chairman shall be authorized:

- (a) to request one or more members of the Commission or its staff to represent the Commission before local governing bodies, before State agencies and legislative committees, or before any other entity where the representation of the Commission is requested or where the Chairman deems such appropriate;
- (b) to select or change sites for oral presentations and public hearings;
- (c) to defer and to reschedule issues the Chairman deems appropriate upon consultation with the Commission;
- (d) to act on behalf of the Commission in efforts to resolve disputes between the parties to an issue relative to the production and sharing of data, or with respect to related concerns bearing on the Commission's review of an issue; and
- (e) to establish upon consultation with the parties an equitable distribution of time for public presentations and to make other arrangements the Chairman

deems appropriate and consistent with the requirements of law and these Rules for the conduct of such presentations and public hearings.

- 1.7 Panels The Commission may appoint a panel of three (3) members of the Commission to conduct any hearing and investigation and to make any report required by Chapter 29, Title 15.2 of the Code of Virginia. Where panels are appointed under the authority of this Rule, any vote taken or report made with respect to the issue reviewed by the panel shall be restricted to the members of such panel. Any temporary absence of a panel member from a hearing shall not disqualify such member from voting on an issue nor from participating in the development of the report on the issue under review (Code, Sec. 15.2-2904).
- 1.8 Meetings The Commission shall hold regular meetings at least once every two (2) months. Special meetings may be called by any member and may be held when reasonably necessary to carry out the statutorily prescribed duties of the Commission. The Chairman shall cause to be mailed to all members, at least five (5) days in advance of a special meeting, a written notice specifying the time, place, and purpose of such special meeting unless such special meeting was scheduled at a regular meeting of the Commission or unless all Commissioners file a written waiver of the notice (Code, Sec. 15.2-2904).
- 1.9 Quorum; Requisite Vote for Action A majority of the members of the Commission shall constitute a quorum. No action of the Commission shall be valid unless authorized by a majority vote of those present (Code, Sec. 15.2-2904).
- 1.10 Disqualification of Commissioners No member of the Commission shall participate in the discussion, deliberation, drafting or approval of any report or finding required of the Commission under the provisions of Chapter 29 of Title 15.2 of the Code of Virginia (Code, Sec. 15.2-2900 et seq.) when any of the parties to the proceeding to which such report relates is a political subdivision in which such member presently or within the preceding five (5) years has resided or has owned any interest in real property (Code, Sec. 15.2-2906).

- 1.11 Canons of Conduct The Commission shall adopt, and may from time to time amend, Canons of Conduct regarding members' conduct and their relations with parties and their agents. Officials and agents of parties with issues before the Commission shall be expected to obtain and review a copy of these Canons of Conduct.
- 1.12 Staff The Commission shall have a staff consisting of an Executive Director, who shall be appointed by the Governor and confirmed by the General Assembly, and such other employees as are needed and authorized by law.
- 1.13 Authority for Issuance of Rules and Regulations Rules of the Commission are issued under the authority of Section 15.2-2903(D) of the Code of Virginia.

PART II

GENERAL ADMINISTRATION

- 2.1 Offices The Commission's offices are located in 900 East Main Street, Suite 103 Richmond, Virginia 23219-3513. The telephone number is (804) 786-6508.
- 2.2 Communications with Commission Communications with the Commission shall be conducted through its Richmond offices. These offices shall be regularly staffed during normal working hours on weekdays. Telephone messages may be left with the Commission at its Richmond office after normal working hours via recording.
- 2.3 Schedule for Regular Meetings The Commission's regular meetings shall be held on the second Tuesday in January, March, May, July, September, and November at its offices in Richmond. Changes in the schedule of the regular meetings may be made by the Commission, but such changes shall be duly announced in the Virginia Register published by the Division of Legislative Services. All special public meetings of the Commission shall also be announced in the Virginia Register by other appropriate means.
- 2.4 Minutes of Meetings and Hearings Minutes shall be recorded for each public meeting held by the Commission. The minutes shall include a brief summary of comments on major issues under consideration and concise and specific statements of all action taken by the Commission. The minutes shall be provided each Commission member for reading and editing prior to approval at a subsequent Commission meeting. There need be no actual reading of the minutes at the meeting, but a vote shall be taken for the formal approval of the minutes as written or amended. Copies of the minutes of such public meetings shall be made available to any interested party.
- 2.5 Executive Sessions and/or Meetings The Commission, its panels, or its members and staff may hold and conduct such executive sessions and/or meetings as may be

necessary for mediation and negotiations, for deliberations, or for other appropriate purposes.

- 2.6 Confidentiality of Proceedings and Submissions All testimony, statements, exhibits, documents, or other evidence submitted to the Commission by the parties in conjunction with its legally prescribed public meetings, presentations, or hearings shall be subject to disclosure by the Commission under the provisions of the Virginia Freedom of Information Act. All other materials, including the testimony, statements, exhibits, documents, or other evidence submitted to the Commission pursuant to executive deliberations, negotiations, or mediation which the Commission is authorized by law to conduct, shall be treated as confidential and shall not be subject to disclosure by the Commission nor by the parties involved in such executive proceedings except by agreement of the Commission and all parties to such proceedings (Code, Sec. 15.2-2907).

PART III

MANDATORY COMMISSION REVIEWS

A. ISSUES PRESENTED UNDER CHAPTER 29, TITLE 15.2

- 3.1 Notice to Commission Notice of a proposed action as required by Section 15.2-2907 of the Code of Virginia to the Commission shall be accompanied by resolution of the governing body of the political subdivision providing such notice evidencing its support of such action. Notice to the Commission should indicate the name, title, address, and phone number of the individual who shall serve as designated contact with the Commission regarding the issue presented. All notices required to be given to the Commission under the provisions of Section 15.2-2907 of the Code of Virginia shall also indicate the other local governments given notice of the proposed action pursuant to Rule 3.3.
- 3.2 Submission of Supporting Materials by Initiating Party Any party giving notice to the Commission of a proposed action pursuant to Section 15.2-2907(A) of the Code of Virginia may submit with such notice as much data, exhibits, documents, or other supporting materials as it deems appropriate; however, such submissions should be fully responsive to all relevant elements of the applicable section of Part IV of these Rules.
- 3.3 Notice to Affected Local Governments Any local government giving notice to the Commission of a proposed action as required by Section 15.2-2907 of the Code of Virginia shall also give notice to each local government located within or contiguous to, or sharing functions, revenue, or tax sources with the local government proposing such action. All such notices to the local governments shall include an annotated listing of all documents, exhibits, and other material submitted to the Commission in support of the proposed action.

- 3.4 Submissions by Other Parties Any local government receiving notice pursuant to Rule 3.3 or any other affected party may submit such data, exhibits, documents, or other material for Commission review and consideration as it deems appropriate. Such submissions should, however, be responsive to all relevant elements of the applicable section of Part IV of these Rules. Any party submitting material to the Commission for review pursuant to this Rule shall also designate an individual as principal contact for the Commission and shall furnish the individual's title, address, and phone number. An annotated listing of all documents, exhibits, or other material submitted to the Commission pursuant to this Rule shall be provided to the party initiating the proceeding before the Commission. The Commission may establish a time by which all submissions by respondent parties must be received.
- 3.5 Commission Scheduling of Review Upon its receipt of notice of a proposed action pursuant to Rule 3.1, the Commission shall, subsequent to discussion with representatives of the party submitting such notice and other appropriate parties, schedule a review of the proposed action. The Commission shall also concurrently extend the services of its office to the parties in an endeavor to promote a negotiated settlement of the issue and, further, may designate, with the agreement of the parties, an independent mediator to assist in the negotiations.

B. AGREEMENTS PRESENTED UNDER CHAPTER 34, TITLE 15.2

- 3.6 Referral to Commission Referral of a proposed agreement to the Commission under the provisions of Section 15.2-3400 of the Code of Virginia shall be accompanied by a resolution, joint or separate, of the governing bodies of the political subdivisions which are parties to the proposed agreement requesting the Commission to review such agreement. The resolution(s) shall also state the intention of the governing bodies to adopt such agreement subsequent to the Commission's review and shall designate the individual (with title, address, and telephone number) who shall serve as each locality's principal contact with the Commission during the period of its review. Referrals to the Commission pursuant to Section 15.2-3400 of the Code of

Virginia shall also be accompanied by a listing of local governments receiving notice of such referral under Rule 3.8.

- 3.7 Submission of Supporting Materials by Parties Making Referral Any party or parties referring a proposed agreement to the Commission for review pursuant to the Section 15.2-3400 of the Code of Virginia may submit with such proposed agreement as much data, exhibits, documents, or other supporting materials as deemed appropriate; however, such submissions should be fully responsive to all relevant elements of the applicable section of Part IV of these Rules.
- 3.8 Notice to Affected Local Governments Whenever a proposed agreement is referred to the Commission for review pursuant to Rule 3.6, the parties to such proposed agreement shall concurrently give notice of such referral to each local government with which any of such parties is contiguous, or with which any of such parties shares any function, revenue, or tax source. All such notices of referral shall be accompanied by a copy of the proposed agreement, or a descriptive summary thereof and an annotated listing of all documents, exhibits, and other materials submitted to the Commission in support of the proposed agreement.
- 3.9 Submissions by Other Parties Any local government receiving notice of referral pursuant to Rule 3.8, or any other party, may submit such data, exhibits, documents, or other supporting materials relevant to the Commission's review as it deems appropriate; however, such submissions should be responsive to all relevant elements of the applicable section of Part IV of these Rules. Any party submitting materials to the Commission pursuant to this Rule shall also designate an individual (with title, address, and phone number) who shall serve as principal contact with the Commission during the period of its review. The Commission may establish a time by which all submissions by respondent parties must be received. Any party submitting materials to the Commission pursuant to this Rule shall also provide an annotated listing of such material to the parties to the proposed agreement.

C. TOWN-COUNTY AGREEMENTS DEFINING ANNEXATION RIGHTS
PRESENTED UNDER ARTICLE 2, CHAPTER 32, TITLE 15.2

- 3.10 Referral to Commission Referral to the Commission of a proposed town - county agreement defining annexation rights pursuant to Article 2, Chapter 32, Title 15.2 of the Code of Virginia shall be accompanied by resolution, joint, or separate, of the governing bodies of the town and county requesting the Commission to review such agreement. The resolution(s) shall also state the intention of the governing bodies to adopt such agreement subsequent to the Commission's review and shall designate the individual (with title, address, and phone number) who shall serve as each locality's principal contact with the Commission during the period of its review. Referrals to the Commission pursuant to Section 15.2-3232 of the Code of Virginia shall also be accompanied by a listing of local governments receiving notice of such referral under Rule 3.12.
- 3.11 Submission of Supporting Materials by Parties Making Referral Any party or parties referring a proposed agreement to the Commission for review pursuant to Section 15.2-3232 of the Code of Virginia may submit with such proposed agreement as much data, exhibits, documents, or other supporting materials as deemed appropriate; however, such submissions should be fully responsive to all relevant elements of the applicable section of Part IV of these Rules.
- 3.12 Notice to Affected Local Governments Whenever a proposed agreement is referred to the Commission for review pursuant to Rule 3.10, the parties to such proposed agreement shall concurrently give notice of such referral to each local government with which either party is contiguous or with which either party shares any function, revenue, or tax source. All such notices of referral shall be accompanied by a copy of the proposed agreement, or a descriptive summary thereof, and an annotated listing of all documents, exhibits, and other materials submitted to the Commission in support of the proposed agreement.

3.13 Submissions by Other Parties Any other local government receiving notice of referral pursuant to Rule 3.12, or any other party, may submit such data, exhibits, documents, or other supporting materials relevant to the Commission's review as they deem appropriate; however, such submissions should be responsive to all relevant elements of the applicable section of Part IV of these Rules. Any party submitting materials to the Commission pursuant to this Rule shall also designate an individual (with title, address, and phone number) who shall serve as principal contact with the Commission during the period of its review. The Commission may establish a time by which all submissions by respondent parties must be received. Any party submitting materials to the Commission pursuant to this Rule shall also provide an annotated listing of such material to the parties to the proposed agreement.

D. TOWN PETITION FOR ORDER ESTABLISHING ANNEXATION RIGHTS UNDER SECTION 15.2-3234

3.14 Petition to Commission Any town unable to reach an agreement with its county as to future annexation rights may, pursuant to Section 15.2-3234 of the Code of Virginia, adopt an ordinance petitioning the Commission for an order establishing its rights to annex territory in such county. The petition to the Commission shall include the terms of a proposed order establishing the town's annexation rights and shall designate the individual (with title, address, and phone number) who shall serve as the town's principal contact with the Commission. Petitions to the Commission pursuant to Section 15.2-3234 of the Code of Virginia shall also be accompanied by a copy of the ordinance and by a listing of all local governments being served or receiving notice of the town's petition pursuant to Rule 3.16.

3.15 Submission of Supporting Materials by Town Petitioning Commission Any town petitioning the Commission under the authority of Section 15.2-3234 of the Code of Virginia may submit with such petition as much data, exhibits, documents, or other supporting materials as deemed appropriate; however, such submissions should be fully responsive to all relevant elements of the applicable section of Part IV of these Rules.

- 3.16 Service or Notice to Affected Local Governments Any town petitioning for an order establishing its annexation rights under the authority of Section 15.2-3234 of the Code of Virginia shall serve a copy of the petition and ordinance on the Commonwealth's attorney, or the county attorney if there be one, and on the chairman of the board of supervisors of the county whose territory would be affected by the town's proposed annexation order. The town shall also give notice of its petition to all other towns located within such county and to each local government adjoining such county. The service in the county and the notice to other localities shall be accompanied by an annotated listing of all materials submitted to the Commission pursuant to Rule 3.15.
- 3.17 Submissions by County and Other Parties Any county served with a copy of a town's petition pursuant to Rule 3.16 shall file its response to such petition with the Commission within sixty (60) days after receipt of such service. Any other locality receiving notice pursuant to Rule 3.16, or other party, may also submit materials to the Commission for consideration with respect to the town's petition within sixty (60) days of their receipt of such notice. Responses and submissions to the Commission pursuant to this Rule may include such data, exhibits, documents, or other materials as the submitting party deems appropriate; however, such responses and submissions should be responsive to all relevant elements of the applicable section of Part IV of these Rules. Any party submitting materials to the Commission for review pursuant to this Rule shall also designate an individual (with title, address, and phone number) who shall serve as principal contact with the Commission. Any party submitting materials to the Commission pursuant to this Rule shall also provide an annotated listing of such material to the town petitioning the Commission.

E. MINOR ADJUSTMENT OF BOUNDARY LINES PRESENTED UNDER SECTION 15.2-3109, CODE OF VIRGINIA

- 3.18 Referral to Commission Whenever a court refers a proposed boundary adjustment to the Commission pursuant to Section 15.2-3109 of the Code of Virginia, the jurisdictions proposing the boundary adjustment shall, upon receipt of notification of such referral, provide the Commission with a copy of their petition to the court and shall designate an individual for each jurisdiction (with title, address, and phone number) who shall serve as principal contact with the Commission. The jurisdictions shall also advise the Commission of those localities receiving notice of the proposed boundary adjustment pursuant to Rule 3.20.
- 3.19 Submission of Supporting Materials by Local Governments Proposing Boundary Adjustments The two jurisdictions proposing a boundary adjustment pursuant to Section 15.2-3109 of the Code of Virginia may, jointly or independently, submit to the Commission with their petition as much data, exhibits, documents, or other supporting materials as they deem appropriate; however, such submissions should be fully responsive to all relevant elements of the applicable section of Part IV of these Rules.
- 3.20 Notice to Affected Local Governments Whenever a proposed boundary adjustment, as authorized by Section 15.2-3109 of the Code of Virginia, is referred to the Commission for review, the local governments proposing the adjustment shall give notice of the proposed adjustment as well as notice of the referral of the issue to the Commission to each local government with which either is contiguous and to any other locality deemed to be potentially affected by the proposed adjustment. Such notice shall include a copy of the petition requesting the boundary adjustment, or an informative summary thereof, and an annotated listing of all materials submitted to the Commission for review pursuant to Rule 3.19.
- 3.21 Submissions by Other Parties Any local government receiving notice of a proposed boundary adjustment pursuant to Rule 3.20, or any other party, may submit such

data, exhibits, documents, or other supporting materials relevant to the Commission's review as they deem appropriate; however such submissions should be responsive to all relevant elements of the applicable section of Part IV of these Rules. Any party submitting materials to the Commission pursuant to this Rule shall also designate an individual (with title, address, and phone number) who shall serve as principal contact with the Commission during the period of its review. The Commission may establish a time by which all submissions by respondent parties must be received. Any party submitting materials to the Commission pursuant to this Rule shall also provide an annotated listing of such material to the local governments proposing the boundary adjustment.

F. GENERAL PROVISIONS APPLICABLE TO MANDATORY COMMISSION REVIEWS

3.22 Counsel Any local government or other party appearing before the Commission relative to any mandatory review may be represented by counsel.

3.23 Order for Consideration of Issues ~~The~~ Commission shall generally schedule for consideration issues in the order in which received; however, the Commission reserves the right to consider issues in other sequence where it deems such appropriate. Where notices are received of related or competitive actions affecting the same political subdivision or subdivisions, the Commission may, where appropriate, consider such issues and render such reports or consolidated report concurrently.

3.24 Scheduling of a Commission Review ~~Sub~~sequent to its receipt of an issue for a mandatory review the Commission shall meet, or otherwise converse, with representatives of the principally affected localities for purposes of establishing a schedule for its review of the issue. Such schedule shall include dates (a) for the submission of responsive materials from affected jurisdictions, (b) for tours of affected areas and oral presentations, if any are desired by the Commission, (c) for public hearing, and (d) for the issuance of the Commission's report.

- 3.25 Continuances and Deferrals The Commission may continue or defer its proceedings with respect to an issue at any time it deems such appropriate; however, no such continuance or deferral shall result in an extension of the Commission's reporting deadline beyond any time limit imposed by law, except by agreement of the parties or in accordance with other statutory procedures. The Commission shall also accept requests for continuances or deferrals from any party at any time during its proceedings but shall not grant or deny any such requests until all parties have had an opportunity to comment on such requests. In any instance where the Commission grants a continuance or a deferral, such continuance or deferral may be conditioned upon an appropriate extension of the Commission's reporting deadline with respect to the issue under review.
- 3.26 Convening of Other Meetings with Parties In addition to any meeting, presentation, public hearing, or other gathering of the parties specified by the Rules, the Commission may, where it deems such necessary for an analysis of material or for a discussion or clarification of the issues before it, schedule other meetings of appropriate parties.
- 3.27 Restrictions on Communications with Commission No party to a proceeding before the Commission for mandatory review shall communicate in any manner with any member of the Commission with respect to the merits of the issue under review except as is authorized by the Rules, or as may be otherwise authorized by the Commission or its Chairman.
- 3.28 Supplemental Submissions In addition to the submissions authorized by the preceding sections of Part III of these Rules, the Commission may allow supplemental submissions where such are deemed necessary or appropriate by the Commission for the provision of current and complete data. Where supplemental submissions are authorized pursuant to this Rule, copies of all such submissions shall be provided by the submitting party to all principal parties. The Commission shall endeavor to establish dates for the filing of all such supplemental submissions which will allow an opportunity for their review and critical analysis by other affected parties.

- 3.29 Disclosure of Submissions Any material submitted to the Commission by the parties in conjunction with or relative to any notice filed pursuant to any mandatory review covered by Part III of these Rules, except materials presented in the context of negotiations or mediation of a confidential nature as authorized by law, shall be considered public documents and made available by the submitting party for review by any other interested party or by the public. Any interested party or member of the public may request copies of any such material which shall be provided promptly by the party submitting such at a price sufficient to cover the cost of reproduction.
- 3.30 Identification and Nature of Materials Submitted Every document, exhibit, or other material submitted to the Commission shall bear a title, the date of preparation, a detailed citation of the sources from which all data are obtained, and the name of the entity which submitted such. All material submitted to the Commission by a local government shall be, as nearly as practicable, in the same form as such material would subsequently be submitted to the courts. The Commission may not accept for review and consideration any exhibit, document, or other material unless the person preparing it, or a representative of the entity responsible for its submission, shall be willing to appear before the Commission for purposes of answering questions concerning such material.
- 3.31 Projections of Data Unless otherwise requested, wherever the Rules of the Commission call for the projection of data, such projections should be made for periods of time deemed appropriate and possible by the submitting party. In each instance where projections are given, the method and bases of such projections should be indicated.
- 3.32 Certification of Submissions All data, exhibits, documents, or other material submitted to the Commission on the initiative of a party or pursuant to a request from the Commission shall be certified by the submitting party (1) as to source and (2) as to the fact that such material is correct within the knowledge of the submitting party.

- 3.33 Required Copies of Submissions Any local government filing notice or making submissions to the Commission shall provide at least eight (8) copies of all submissions, unless the Commission agrees that a lesser number would be sufficient for its review and analysis.
- 3.34 Staff Solicitation of Data At any time during the course of the Commission's review of any issue, the Commission's staff may solicit such additional data, documents, records, or other materials from the parties as is deemed necessary for proper analysis of such issue. Where such materials are solicited from a party, the Commission's staff, where practicable, shall make such request in writing, with copies of such request being provided to other principal parties. Copies of all materials submitted to the Commission pursuant to this Rule shall concurrently be provided to each principal party, or shall be made available to such parties in a manner acceptable to the Commission. The Commission shall be given written notification by the submitting party of each principal party provided a copy of such material or of arrangements proposed for making such material available to the principal parties.
- 3.35 Independent Research by Commission The Commission shall not be limited in its analysis of any issue to the materials submitted by the parties but shall undertake such independent research as it deems appropriate in order to assure a full and complete investigation of each issue.
- 3.36 Cooperation Among Parties in Provision of Data The Commission shall request all parties to cooperate fully in the development and timely sharing of data relative to the issue under review. The Commission considers such cooperation vital to the discharge of its responsibilities.

PART IV

INFORMATION, DATA, AND FACTORS
RELATIVE TO
MANDATORY COMMISSION REVIEWS

A. ANNEXATION

4.1 Required Submissions In developing its findings of fact and recommendations with respect to a proposed annexation, the Commission shall consider the information, data, and factors listed in this Rule. Any city or town filing notice with the Commission that it proposes to annex territory shall submit with such notice data and other evidence responsive to each element listed herein which it deems relevant to its case:

- (a) Metes and Bounds a written metes and bounds description of the boundaries of the area proposed for annexation having, as a minimum, sufficient certainty to enable a layman to identify the proposed new boundary. Such description may make reference to readily identifiable monuments such as public roads, rivers, streams, railroad rights of way, and similar discernible physical features.
- (b) Maps a map or maps showing (1) the boundaries of the area proposed for annexation and their geographic relationship to existing political boundaries (2) identifiable unincorporated communities, (3) major streets, highways, schools, and other major public facilities, (4) significant geographic features, including mountains and bodies of water, (5) existing uses of the land, including residential, commercial, industrial, and agricultural, and (6) information deemed relevant as to the possible future use of the property within the area sought for annexation.

- (c) Land Use Table a tabular compilation showing both the acreage and percentage of land currently devoted to the various categories of land use in the municipality, the county, and the area proposed for annexation.
- (d) Population the past, the estimated current, and the projected population of the municipality, the county affected by the proposed annexation, and the area of the county proposed for annexation.
- (e) Public School Students/School Age Population the past, the estimated current, and the projected future number of students enrolled in the public schools and the number of schoolage children living in the municipality, the county affected by the proposed annexation, and the area of the county proposed for annexation.
- (f) Assessed Property Values the assessed values, by major classification where a classification system is maintained, and if appropriate, the ratios of assessed values to true values for real property, personal property, machinery and tools, merchants' capital, and public service corporation property for the current year and the preceding ten (10) years for the municipality, and the county affected by the proposed annexation, and similar data for the current year for the area of the county proposed for annexation.
- (g) Tax Rates the current local property and non-property tax rates and such rates for the preceding ten (10) years, applicable within the municipality, the county affected by the proposed annexation, and the area of the county proposed for annexation.
- (h) Revenue the estimated current local revenue collections and intergovernmental aid, such collections and aid for the previous ten (10) years, and projections of such collections and aid (including tax receipts from real property, personal property, machinery and tools, merchants' capital, business and professional license, consumer utility and sales taxes)

within the municipality, and the county affected by the proposed annexation, and similar data for the past year for the area of the county proposed for annexation.

- (i) Indebtedness the amount of long-term indebtedness and the purposes for which all such long-term debt has been incurred by the municipality and the county affected by the proposed annexation.
- (j) Urban Services the need in the area proposed for annexation for urban services, including but not limited to those listed below, the level of such services provided by the municipality and by the county affected by the proposed annexation, and the ability of the municipality and the county to provide such services in the area proposed for annexation:
 - (1) sewage treatment;
 - (2) water;
 - (3) solid waste collection and disposal;
 - (4) public planning;
 - (5) subdivision regulation and zoning;
 - (6) crime prevention and detection;
 - (7) fire prevention and protection;
 - (8) public recreational facilities;
 - (9) library facilities;
 - (10) curbs, gutters, sidewalks, storm drains;
 - (11) street lighting;
 - (12) snow removal;
 - (13) street maintenance;
 - (14) schools;
 - (15) housing; and
 - (16) public transportation

- (k) Compliance with State Policies efforts made by the municipality and the county affected by the proposed annexation to comply with applicable State policies with respect to environmental protection, public planning, education, public transportation, housing, and other State service policies promulgated by the General Assembly.
- (l) Community of Interest the community of interest which (a) may exist between the municipality and the area proposed for annexation and its citizens and which (b) may exist between such area and its citizens and the rest of the county; the term "community of interest" may include, but not be limited to, consideration of natural neighborhoods, natural and manmade boundaries, the similarity of service needs, and economic and social bonds.
- (m) Arbitrary Refusal to Cooperate any arbitrary prior refusal by the governing body of the municipality or of the county affected by the proposed annexation, if such has occurred, to enter into cooperative agreements providing for joint activities which would have benefitted citizens of both political subdivisions.
- (n) Municipality's Need for Tax Resources the need for the municipality to expand its tax resources, including its real estate and personal property tax base.
- (o) Municipality's Need for Land the need of the municipality to obtain land for industrial, commercial, and residential development.
- (p) Adverse Effect on County of Loss of Land the adverse effect on the county affected by the proposed annexation resulting from the loss of areas suitable and developable for industrial, commercial, or residential use.

- (q) Adverse Effect on County of Loss of Tax Resources and Public Facilities the adverse effect of the loss of tax resources and public facilities on the ability of the county to provide services to those persons in the remaining areas of the county after the proposed annexation.
- (r) Terms and Conditions of Annexation the terms and conditions upon which the municipality proposes to annex, its plans for the improvement of the annexed territory during the ten (10) year period following annexation, including the extension of public utilities and other services, and the means by which the municipality shall finance the improvements and extension of services.
- (s) Financial Settlement data pertinent to a determination of the appropriate financial settlement between the municipality and the affected county as required by Section 15.2-3211 and other applicable provisions of the Code of Virginia.
- (t) Additional Data Elements the Commission's staff shall endeavor to assist localities contemplating or involved in annexation proceedings by identifying additional data elements considered by the Commission to be relevant in the disposition of annexation issues.

B. PARTIAL COUNTY IMMUNITY

- 4.2 Required Submissions In developing its findings of fact and recommendations with respect to a proposed petition for partial immunity the Commission shall consider the information, data, and factors listed in this Rule. Any county filing notice with the Commission that it proposes to seek immunity for a portion of its territory shall submit with such notice data and other evidence responsive to each element listed below which it deems relevant to its case:

- (a) Metes and Bounds a written metes and bounds description of the area for which immunity is sought having, as a minimum, sufficient certainty to

enable a layman to identify the proposed immunity areas. Such description may make reference to readily identifiable monuments such as public roads, rivers, streams, railroad rights of way, and similar discernible physical features.

- (b) Maps a map or maps showing (1) the boundaries of the area proposed for immunity and their geographic relationship to existing political boundaries, (2) identifiable unincorporated communities, (3) major streets, highways, schools, and other major public facilities, (4) significant geographic features, including mountains and bodies of water, (5) existing uses of the land, including residential, commercial, industrial, and agricultural, and (6) information deemed relevant as to the possible future use of the property within the area for which immunity is sought.
- (c) Land Use Table a tabular compilation showing both the acreage and percentage of land currently devoted to the various categories of land use in the county, the affected city, and the area proposed for immunity.
- (d) Population the estimated current and projected population and population density of the areas for which immunity is sought.
- (e) Urban Services the urban services, including but not limited to those listed below, provided in the area for which immunity is sought and the type and level of such services in relation to those furnished by the city from which immunity is sought:
 - (1) sewage treatment;
 - (2) water;
 - (3) solid waste collection and disposal;
 - (4) public planning;
 - (5) subdivision regulation of zoning;
 - (6) crime prevention and detection;

- (7) fire prevention and protection;
 - (8) public recreational facilities;
 - (9) library facilities;
 - (10) curbs, gutters, sidewalks, storm drains;
 - (11) street lighting;
 - (12) snow removal;
 - (13) street maintenance;
 - (14) schools;
 - (15) housing; and
 - (16) public transportation
- (f) Compliance with State Policies efforts made by the county to comply with applicable State policies with respect to environmental protection, public planning, education, public transportation, housing, and other State service policies promulgated by the General Assembly.
- (g) Community of Interest the community of interest which (a) may exist between the area for which immunity is sought and the remainder of the county, (b) the community of interest which may exist between such area and the city from which immunity is sought, and (c) the relative strength of such interests.
- (h) Arbitrary Refusal to Cooperate any instance in which either the county or the affected city has arbitrarily refused to cooperate in the joint provision of services.
- (i) Substantial Foreclosure of Annexation whether the proposed grant of immunity would substantially foreclose a city of 100,000 population or less from expanding its boundaries by annexation.
- (j) Additional Data Elements the Commission's staff shall endeavor to assist localities contemplating or involved in partial immunity proceedings by

identifying the additional data elements considered by the Commission to be relevant in the disposition of partial immunity issues.

C. TOWN-COUNTY AGREEMENTS DEFINING ANNEXATION RIGHTS

4.3 Required Submissions In developing its findings of fact and recommendations with respect to a proposed town-county annexation agreement the Commission shall consider the information, data, and factors listed in this Rule. Any town or county presenting proposed annexation agreements to the Commission under the provisions of Section 15.2-3232 or Section 15.2-3234 of the Code of Virginia shall submit with proposed agreement data and other evidence responsive to each element listed below which it deems relevant:

- (a) Metes and Bounds a written metes and bounds description of those areas of the county made eligible for annexation under the proposed agreement having as a minimum, sufficient certainty to enable a layman to identify such areas. Such description may make reference to readily identifiable monuments such as public roads, rivers, streams, railroad rights of way, and similar discernible physical features.
- (b) Maps a map or maps showing (1) the boundaries of the various areas eligible for annexation under the proposed agreement and their relationship to existing political boundaries, (2) identifiable unincorporated communities, (3) major streets, highways, schools, and other major public facilities, (4) significant geographic features, including mountains and bodies of water, (5) existing uses of the land, including residential, commercial, industrial and agricultural, and (6) information deemed relevant as to the possible future use of the property in the areas affected by the proposed agreement.

- (c) Land Use Table a tabular compilation showing both the acreage and percentage of land currently devoted to the various categories of land use in the town, the county, and the areas of the county affected by the agreement.
- (d) Population the past, the estimated current, and the projected population of the town, the county, and those areas of the county affected by the proposed agreement.
- (e) Public School Students/School Age Population the past, the estimated current, and the projected number of students enrolled in the public schools and the number of school age children living in the town, the county, and those areas of the county affected by the proposed agreement.
- (f) Assessed Property Values the assessed values, by major classification where a classification system is maintained, and, if appropriate, the ratios of assessed values to true values for real property, personal property, machinery and tools, merchants' capital, and public service corporation property for the current and preceding ten (10) years for the town, and the county, and similar data for the current year in those areas of the county affected by the proposed agreement.
- (g) Municipality's Need for Tax Resources the need of the municipality to expand its tax resources, including its real estate and personal property tax base.
- (h) Municipality's Need for Land the need of the municipality to obtain land for industrial, commercial, and residential development.
- (i) Urban Services the current and prospective need for additional urban services in the areas of its county subject to annexation under the agreement.

- (j) Terms and Conditions of Annexation plans for the immediate and future improvement of areas annexed under the terms of the agreement, including the extension of public utilities and other services.
- (k) Additional Data Elements the Commission's staff shall endeavor to assist localities contemplating or involved in town-county agreements defining annexation rights by identifying additional data elements considered by the Commission to be relevant in the disposition of such issues.

D. TOWN INCORPORATION

4.4 Required Submissions In developing its findings of fact and recommendations with respect to a proposed town incorporation the Commission shall consider the information, data, and factors listed in this Rule. Any party or parties filing notice with the Commission that they propose to have a community incorporated as a town or whose petition for incorporation has been referred to the Commission by the court pursuant to Section 15.2-3601 of the Code of Virginia, shall submit with such notice or subsequent to such court referral data and other evidence responsive to each element listed below which they deem relevant to the issue:

- (a) Petition a petition signed by not less than one hundred (100) duly qualified voters residing within the boundaries of the proposed town supporting the proposed incorporation.
- (b) Metes and Bounds a written metes and bounds description of the area proposed for incorporation as a town having, as a minimum, sufficient certainty to enable a layman to identify the proposed town boundary. Such description may make reference to readily identifiable monuments such as public roads, rivers, streams, railroad rights of way, and similar discernible physical features.

- (c) Maps a map or maps showing (1) the boundaries of the proposed town and their relationship to existing political boundaries, (2) identifiable unincorporated communities, (3) major streets, highways, schools, and other major public facilities, (4) significant geographic features, including mountains and bodies of water, (5) existing uses of the land, including residential, commercial, industrial and agricultural.
- (d) Land Use Table a tabular compilation showing both the acreage and percentage of land currently devoted to the various categories of land use in the area proposed for incorporation.
- (e) Population the estimated past, the estimated current, and the projected population of the area proposed for incorporation and the county within which the town would be situated.
- (f) Urban Services information indicating (1) why the proposed incorporation is desired and in the interest of the inhabitants, (2) how the general good of the community is served by such incorporation, and (3) why the services needed within the proposed town cannot be provided by the establishment of a sanitary district, through the extension of existing county services, or by other arrangements provided by law.
- (g) Additional Data Elements the Commission shall endeavor to assist communities contemplating or involved in proposed town incorporations by identifying additional data elements considered by the Commission to be relevant in the disposition of such incorporation issues.

E. TOWN-CITY TRANSITIONS

- 4.5 Required Submissions In developing its findings of fact and recommendations with respect to a proposed town to city transition the Commission shall consider the information, data, and factors listed in this Rule. Any town filing notice with the

Commission that it proposes to become a city shall submit with such notice data and other evidence responsive to each element listed below which it deems relevant to its case:

- (a) Metes and Bounds a written metes and bounds description of the boundaries of the proposed city having, as a minimum, sufficient certainty to enable a layman to identify the proposed city boundary. Such description may make reference to readily identifiable monuments such as public roads, rivers, streams, railroad rights of way, and similar discernible physical features.
- (b) Maps a map or maps showing (1) the boundaries of the proposed city and their geographic relationship to existing political boundaries, (2) identifiable unincorporated communities, (3) major streets, highways, schools, and other major public facilities, (4) significant geographic features, including mountains and bodies of water, (5) existing uses of the land, including residential, commercial, industrial, and agricultural, and (6) information deemed relevant as to the possible future use of the property within the proposed city.
- (c) Land Use Table a tabular compilation showing both the acreage and percentage of land currently devoted to the various categories of land use in the proposed city.
- (d) Population the past, the estimated current, and the projected population of the proposed city and the county affected by the proposed transition.
- (e) Public School Students/School Age Population the past, the estimated current, and the projected future number of students enrolled in the public schools and the number of school age children living in the proposed city and the county affected by the proposed transition.

- (f) Assessed Property Values the assessed values, by major classification where a classification system is maintained, and, if appropriate, the ratios of assessed values to true values for real property, personal property, machinery and tools, merchants' capital, and public service corporation property for the current year and the preceding ten (10) years for the county and within the proposed city.
- (g) Tax Rates the current local property and non-property tax rates, and such rates for the preceding ten (10) years, applicable within the county and the proposed city.
- (h) Revenue the estimated current local revenue collections and intergovernmental aid, such collections and aid for the previous ten (10) years, and projections of such collections and aid (including tax receipts from real property, personal property, machinery and tools, merchants' capital, business and professional license, consumer utility and sales taxes) within the county and the proposed city.
- (i) Indebtedness the amount of long-term indebtedness and the purposes for which all such long-term debt has been incurred by the municipality and the county affected by the proposed transition.
- (j) Urban Services the current type and level of services provided by the town, the additional services to be provided and the additional costs to be borne by the proposed city, and the means by which the proposed city shall finance such additional services and costs.
- (k) Fiscal Capacity the capacity of the town to function as an independent city and to provide appropriate urban services.
- (l) Impact on County the effect of the proposed transition on the ability of the county to meet the service needs of its remaining population and the means by

which any substantial impairment of the county's ability to meet such needs shall be offset.

- (m) Compliance with State Policies the effect of the proposed transition on compliance with and the promotion of applicable State policies with respect to environmental protection, public planning, education, public transportation, housing, and other State service policies declared by the General Assembly.
- (n) Financial Settlement data pertinent to a determination of the appropriate financial settlement as required by Section 15.2-3829 and other applicable provisions of the Code of Virginia.
- (o) Additional Data Elements the Commission's staff shall endeavor to assist localities contemplating or involved in town-city transition proceedings by identifying additional data elements considered by the Commission to be relevant in disposition of such transition issues.

F. COUNTY-CITY TRANSITIONS

- 4.6 Required Submissions In developing its findings of fact and recommendations with respect to a proposed county to city transition the Commission shall consider the information, data, and factors listed in this Rule. Any county filing notice with the Commission that it proposes to become a city shall submit with such notice data and other evidence responsive to each element listed below which it deems relevant to its case:

- (a) Maps a map, or maps, showing (1) the location of all towns situated within the county, (2) all adjoining and adjacent political subdivisions, (3) identifiable unincorporated communities within the county, (4) the population density of the various areas of the county, (5) the areas of the county served by urban services, (6) major streets, highways, schools and other major public facilities, (7) significant geographic features, including

mountains and bodies of water, (8) existing uses of the land, including residential, commercial, industrial, and agricultural, and (9) information deemed relevant as to the possible future use of the property within the county.

- (b) Land Use Table: a tabular compilation showing both the acreage and percentage of land currently devoted to the various categories of land use in the county.
- (c) Population: the past, the estimated current, and the projected future population of the county, each town within the county, and of the major densely populated unincorporated communities within the county.
- (d) Public School Students/School Age Population: the past, the estimated current, and the projected future number of students enrolled in the public schools and the number of school age children living in the county and in each town therein.
- (e) Assessed Property Values: the assessed values, by major classification where a classification system is maintained, and if appropriate, the ratios of assessed values to true values for real property, personal property, machinery and tools, merchants' capital, and public service corporation property for the current year and the preceding ten (10) years for the county and each town within the county.
- (f) Tax Rates: the current local property and non-property tax rates, and such rates for the preceding ten (10) years, within the county and all towns within the county.
- (g) Revenue: the estimated current local revenue collections and intergovernmental aid, such collections and aid for the previous ten (10) years, and projections of such collections and aid (including tax receipts

from real property, personal property, machinery and tools, merchants' capital, business and professional license, consumer utility and sales taxes) within the county and within each town within the county.

- (h) Indebtedness the amount of long-term indebtedness of the county and each town within the county and the amount and purpose for which all such debt has been incurred.
- (i) Urban Services data regarding (1) the urban-type services presently provided by the county, (2) the level of such services, (3) the areas of the county served by such services, (4) the additional services to be provided and the additional costs to be borne by the proposed city, and (5) the means by which the proposed city shall finance such additional services and costs.
- (j) Fiscal Capacity the capacity of the county to function as an independent city and to provide appropriate services.
- (k) Compliance with State Policies the impact of the proposed transition on compliance with and the promotion of applicable State policies with respect to environmental protection, public planning, education, public transportation, housing, and other State service policies declared by the General Assembly.
- (l) Additional Data Elements the Commission's staff shall endeavor to assist localities contemplating or involved in proposed county-city transitions by identifying additional data elements considered by the Commission to be relevant in the disposition of such transition issues.

G. MINOR ADJUSTMENT OF BOUNDARY LINES

- 4.7 Required Submissions In developing its findings of fact and recommendations with respect to a proposed boundary adjustment the Commission shall consider the information, data, and factors listed in this section. The local governments

petitioning for a boundary adjustment under the provisions of Section 15.2-3109 of the Code of Virginia shall, separately or jointly, at the time they initiate such petition to the court submit to the Commission data and other evidence responsive to each element listed below which is relevant to the case:

- (a) Metes and Bounds a written metes and bounds description of the precise segment of the boundary for which an adjustment is sought having, as a minimum, sufficient certainty to enable a layman to identify the boundary segment in question. Such description may make reference to readily identifiable monuments such as public roads, rivers, streams, railroad rights of way, and similar discernible physical features.
- (b) Maps a map or maps showing (1) the precise segment of the boundary which the parties agree should be adjusted, (2) identifiable unincorporated communities, (3) major streets, highways, schools, and other major public facilities, (4) significant geographic features, including mountains and bodies of water, (5) existing uses of the land, including residential, commercial, industrial, and agricultural, and (6) information deemed relevant as to the possible future use of the land.
- (c) Population the estimated past, the estimated current, and the projected future population and population density of all areas adjacent to the segment of the boundary proposed for adjustment and of other areas possible affected by the proposed boundary adjustment.
- (d) Land Use Table a tabular compilation showing both the acreage and percentage of land currently devoted to the various categories of land use in all areas adjacent to the segment of the boundary proposed for adjustment and in other areas possibly affected by the proposed boundary adjustment.
- (e) Public School Students/School Age Population the estimated past, the estimated current, and the projected future number of students enrolled in the public

schools and the number of schoolage children living in all areas adjacent to the segment of the boundary proposed for adjustment and in other areas possible affected by the proposed adjustment.

- (f) Fiscal Data (1) the assessed and true real property values, by major classification where a classification system is maintained, of those areas adjacent to the segment of the boundary proposed for adjustment and of any other area possibly affected by the proposed adjustment and (2) other fiscal data relative to the issue.
- (g) Alternative Adjustments maps indicating the principal alternative boundary adjustments which have been considered by the parties and a brief statement as to how each alternative adjustment would promote the effective and efficient provision of public services.
- (h) Purpose of Adjustment information as to why the proposed boundary adjustment is sought by the parties.
- (i) Additional Data Elements the Commission's staff shall endeavor to assist localities contemplating or involved in proposed boundary adjustments by identifying additional data elements considered by the Commission to be relevant in the disposition of boundary adjustment issues.

H. INTERLOCAL AGREEMENTS PRESENTED UNDER CHAPTER 34, TITLE 15.2

- 4.8 Required Submissions In developing its findings of fact and recommendations with respect to a proposed agreement developed under the authority of Chapter 34, Title 15.2, of the Code of Virginia, the Commission shall consider the information, data, and factors listed in this Rule. Local governments submitting such a proposed agreement for review shall, separately or jointly, submit to the Commission data and other evidence responsive to each element listed below relevant to the agreement:

- (a) Municipal Boundary Expansion if the agreement proposes a municipal boundary expansion, submissions should include data and evidence responsive to the relevant provisions of Part IV (A) of these Rules.
- (b) Immunity of County Areas if the agreement proposes the immunization of areas of a county from annexation or the incorporation of new cities, submissions should include data and evidence responsive to the relevant provisions of Part IV (B) of these Rules.
- (c) Incorporation of Towns if the agreement proposes the incorporation of a town, submissions should include data and evidence responsive to the relevant provisions of Part IV (D) of these Rules.
- (d) Transition of Town to City Status if the agreement proposes the transition of a town to city status, submissions should include data and evidence responsive to the relevant provisions of Part IV (E) of these Rules.
- (e) Transition of County to City Status if the agreement proposes the transition of a county to city status, submissions should include data and evidence responsive to the relevant provisions of Part IV (F) of these Rules.
- (f) Economic Growth-Sharing if the agreement proposes an economic growth-sharing plan or similar arrangement by which jurisdictions will share the tax or revenue sources of an area, submissions should include
 - (1) a description of the plan;
 - (2) calculations indicating for each locality the projected future contributions to the plan for the next five (5) year period;
 - (3) each locality's projected net annual receipts or net annual contributions to the plan for the next five (5) year period;

- (4) each locality's annual expenditures for the past five (5) years and its projected annual expenditures for the next five (5) years by general operating, school, and debt service categories;
 - (5) each locality's real estate and public service corporation property assessed values for the past five (5) years and projected for the next five (5) year period;
 - (6) each locality's annual revenue for the past five (5) years and projected for the next five (5) year period (exclusive of receipts from or payments to the economic growth-sharing plan) by source and type;
 - (7) each locality's anticipated major capital needs for the next five (5) year period; and
 - (8) other information indicating the general equity of the proposed plan for each participating locality
- (g) Additional Data Elements The Commission's staff shall endeavor to assist localities contemplating or involved in the development of interlocal agreements under the authority of Section 15.2-3400 of the Code of Virginia by identifying additional data elements considered by the Commission to be relevant to the Commission's review of such agreement.

PART V

FORMAL COMMISSION REVIEWSA. ORAL PRESENTATIONS BY PARTIES

- 5.1 Purpose of Presentations ~~As~~ the course of its analysis of any issue the Commission may schedule oral presentations for purposes of permitting the parties to amplify their submissions, to critique and to offer comment upon the submissions and evidence offered by other parties, and to respond to questions relative to the issue from the Commission. Such presentations, if scheduled, shall extend for such period of time as the Commission may determine.
- 5.2 Site for Oral Presentations ~~If~~ oral presentations are scheduled by the Commission, the Chairman shall select, subsequent to the receipt of recommendations from the parties, an appropriate site for such presentations. Recommendations by the parties regarding such sites should be based upon the adequacy of space for the display and movement of exhibits; the adequacy of seating arrangements for the Commission, its staff, representatives of the parties, a court reporter, and the public; the adequacy of security at the site to permit materials to be left unattended for periods of time during the presentations; and the adequacy of the acoustical characteristics of the site to facilitate communications or the availability of a public address system.
- 5.3 Special Equipment Local governments or other parties desiring to present exhibits or data requiring special equipment should be prepared to provide such.
- 5.4 Consolidation of Issues for Presentations ~~The~~ Commission may, at its discretion, consolidate issues before it for purpose of oral presentations.
- 5.5 Conduct of Presentations ~~The~~ Commission shall, within the requirements of law, conduct the oral presentations in the manner it considers best suited for reaching a

decision in the best interest of the parties and in the best interest of the Commonwealth.

- 5.6 Allocation of Time for Presentations The Chairman, or other member the Commission designated to preside during any oral presentations, may allocate time to the various parties as the Chairman or presiding member deems appropriate. Such allocation of time shall be based upon the needs of the Commission to review data, to examine witnesses, and to obtain an understanding of the relevant factors affecting the issue under review.
- 5.7 Order of Presentation The sequence in which testimony will be received by the Commission during any oral presentations shall be established by the Chairman or presiding member but shall generally be as follows:
- (a) Opening Statements a brief opening statement by each party, if desired.
 - (b) Initiating Party presentation by the jurisdiction initiating the issue before the Commission.
 - (c) Respondent Parties presentations by the local governments immediately affected by the action proposed by the initiating jurisdictions, in an order established by the Chairman or presiding member.
 - (d) Other Parties presentations by other parties, in an order established by the Chairman or presiding member.
 - (e) Rebuttal rebuttal where requested by a party and agreed to by the Chairman or presiding member.
- 5.8 Questioning of Witnesses by Other Parties Chairman or presiding member may, to the extent he or she deems such appropriate, permit parties to question witnesses regarding submissions, their testimony, or other facts relevant to the issues before

the Commission. Where a party is represented by counsel, such questioning may be conducted by counsel.

- 5.9 Oral Argument The Chairman or presiding member may, during or at the conclusion of the oral presentations, permit or request oral argument on the issues before the Commission.
- 5.10 Questioning by Commission The Commission may question any witness or representative of any party during the oral presentations regarding any submission, testimony, or other fact which the Commission considers relevant to the issues before it. The Chairman or presiding member shall endeavor to call for Commission questioning in a manner designed to expedite the presentations.
- 5.11 Depositions The Commission may accept depositions from persons unable to attend an oral presentation. Depositions shall only be accepted under conditions deemed acceptable by the Commission, including conditions assuring an opportunity for all affected local governments to be present and to examine adequately the witness during the taking of such deposition.
- 5.12 Collaboration of Parties The parties or their counsel shall be expected to confer in advance of the time and date set for presentations in order to inform one another of their prospective witnesses and the order of their anticipated appearance. All material, data, or exhibits proposed for presentation to the Commission during the oral presentations and not previously made available to the other parties shall be exchanged or made available to such parties prior to presentation to the Commission subject to the qualifications in Rule 5.13.
- 5.13 Acceptance of New Submissions and Exhibits The Commission desires that all materials, data, and exhibits be presented to it and made available to other parties in advance of the commencement of the oral presentations. The Commission may accept additional materials, data, and exhibits during the presentations where good cause is shown for such late submission. Where such late submissions are accepted by the

Commission, the Commission shall provide an opportunity for other parties to respond to such filings.

- 5.14 Record of Presentation The Commission may record by mechanical device, unless other recording arrangements are made by the parties, all testimony given during the oral presentations but shall prepare a transcript of such testimony only where it deems such appropriate. The Commission shall provide any party a duplicate copy of such recording at a price sufficient to cover the expense incurred. In lieu of such recording by the Commission, the parties may arrange to provide a court reporter at their expense if such is desired. Where a court reporter is utilized, the Commission shall request one (1) copy of the transcript.

B. PUBLIC HEARING

- 5.15 Scheduling of Public Hearing In all cases where it receives a notice or referral of an issue pursuant to Part III of these Rules, the Commission shall conduct a public hearing at which any interested person or party may testify. The Commission shall generally schedule such public hearing in conjunction with the oral presentations held with respect to such issue; however, public hearings regarding proposed town incorporations required pursuant to Section 15.2-3601 of the Code of Virginia shall be held no less than thirty (30) days after receipt of the court request for Commission review.
- 5.16 Advertisement of Public Hearing Prior to holding such public hearing the Commission shall publish notice of the pending hearing once a week for two successive weeks in a newspaper of general circulation in the affected jurisdictions. The second published notice shall appear not less than six (6) nor more than twenty-one (21) calendar days prior to the date of such hearing.
- 5.17 Display of Material The Commission shall request the jurisdiction initiating the issue before it and the other principally affected locality or localities to place on public display in or adjacent to the office of their chief administrative officer copies

of all materials which are available to them and which have been submitted to the Commission for consideration with respect to the issue. Such material should be made conveniently available to the public during normal working hours. The Commission also encourages the parties to make available to the public other copies of such material at libraries, educational facilities, or other public places in order that the public might have ample opportunity to study such material prior to the public hearing. The Commission's advertisements published under Rule 5.16 shall announce the availability of such material at the offices of the administrators and at such other facilities as may be selected by the parties for display purposes.

5.18 Registration of Speakers The Commission shall request the chief administrative officer (or other official) of the jurisdiction initiating the issue before it and the chief administrative officer (or other official) of the principally affected jurisdiction or jurisdictions to make suitable arrangements in or adjacent to their offices for the registration of speakers at the public hearing. The Commission shall furnish appropriate registration forms for such purpose. The Commission's advertisements under Rule 5.16 shall advise the public that registration to speak at the public hearing may be accomplished at the offices of the local administrators or alternatively, through the offices of the Commission in Richmond. The Commission may also permit speakers to register at the site and at the time of the public hearing and shall request the assistance of the local administrative officers in making suitable arrangements for such registration.

5.19 Site for Public Hearing The Chairman of the Commission shall select the site for the public hearing subsequent to the receipt of recommendations from the parties. Recommendations from the parties should be based upon a site's accessibility to residents of the areas and jurisdictions principally affected, its seating capacity, the adequacy of parking facilities, the availability of a public address system, and seating arrangements permitting the Commission to have proper visual contact with the public.

- 5.20 Arrangement of Site and Exhibits The Commission shall request the parties to cooperate in the preparation of the site for the public hearing and shall request that a minimum number of maps and exhibits be placed on display at the site in order that persons testifying may identify their residences, property, businesses, or other concerns in relation to the proposed issue.
- 5.21 Preservation of Order The Commission shall request the local jurisdiction within which the site for the public hearing is situated to make appropriate arrangements in order to assure the security and the orderliness of the proceedings.
- 5.22 Sequence of Speakers The Chairman or the presiding member shall determine the sequence of speakers at a public hearing, but such sequence shall ordinarily conform to the sequence of their registration. The Chairman or presiding member may, however, vary the sequence of speakers in order that persons from all affected jurisdictions and areas, and those representing different perspectives, might have equal opportunity for the timely presentation of their comments.
- 5.23 Limits to Testimony The Commission shall endeavor to allow any person or party wishing to speak at a public hearing an opportunity to do so. The Chairman or presiding member may establish time limits for the presentation of testimony as he or she deems appropriate. The Chairman or presiding member may also rule testimony irrelevant, immaterial, or unduly repetitious. Proponents and opponents of a proposed action are encouraged to designate chief spokesman for economy of time and for the avoidance of repetitious comment.
- 5.24 Extension of Oral Testimony Any person or party testifying before the Commission at the public hearing may extend their remarks in written form for subsequent submission. During the course of the public hearing the Commission shall establish a date by which such extended written comment must be received for consideration.
- 5.25 Record of Public Hearing The Commission may record by mechanical device, unless other arrangements are made, all testimony given during the public hearing but

shall prepare a transcript of such recording only when it deems such necessary. The Commission shall provide any person or party with a copy of such recording at a price sufficient to cover the expense incurred. The parties may arrange to provide a court reporter, at their expense, if such is desired. Where a court reporter is utilized, the Commission shall request one (1) copy of the transcript.

- 5.26 Consolidation of Hearings The Commission may, where it deems such appropriate, consolidate two or more interlocal issues for purposes of a public hearing.

C. CONCLUSION OF MANDATORY REVIEWS

- 5.27 Proposed Findings and Recommendations The Commission may request or authorize the parties to an issue to submit, at a time established by the Commission, a written concluding argument with proposed findings and recommendations.

- 5.28 Closing of Record The Commission shall not accept for consideration or for inclusion in the record of a case any document, exhibit, or other material submitted after the date established by it for the close of the record. This Rule shall not preclude the Commission's acceptance of data or information from any party at any time which has been solicited by the Commission or its staff.

- 5.29 Record of Proceedings The Commission shall prepare an official record of all proceedings before it of such a nature and in such a manner as it deems appropriate.

- 5.30 Reports The Commission shall submit a written report on the issues presented to it in the manner and at such time as provided by law. Such reports shall set forth finding of fact and recommendations on both the merits of a proposed action and, where appropriate and feasible, the financial aspects thereof. Copies of reports shall be made available to the parties and to members of the public requesting such. The Commission may charge a fee for copies of its reports in an amount sufficient to cover the cost of providing such.

- 5.31 Order Regarding Agreement Defining Town's Annexation Rights Subject to its review of a petition submitted by a town under the authority of Section 15.2-3234 of the Code of Virginia, and based upon the applicable statutory standards, the Commission shall enter an order granting such town annexation rights. Such order may grant the town annexation rights upon the terms proposed by the town in its petition or upon some other basis as the Commission deems appropriate and consistent with law. Such order shall in no event grant the town the right to annex county territory by ordinance more frequently than once every five years.

PART VI

INVESTIGATIONS AND MEDIATION

- 6.1 Statutorily Invoked Mediation in Annexation Immunity Issues Whenever any county, city, or town seeks to negotiate an agreement with one or more political subdivisions relative to annexation or partial immunity under the authority granted by Section 15.2-2907(E) of the Code of Virginia, it shall notify the Commission, and copies of such notice shall be served on all adjacent political subdivisions. Such notice to the Commission shall be accompanied by satisfactory evidence that the governing body of the locality giving notice supports such negotiation. Local governments negotiating under the above-referenced provision of law shall keep the Commission advised of progress in such negotiations. If, after a hearing, the Commission finds that none of the parties is willing to continue to negotiate, or if it finds that three (3) months have elapsed with no substantial progress, it shall declare the negotiations to be terminated. Unless the parties agree otherwise, negotiations shall in any event terminate twelve (12) months from the date notice was first given to the Commission of the desire to negotiate. Once the Commission has declared negotiations terminated, or upon the expiration of the twelve (12) month negotiating term or any agreed extension thereof, no new notice to negotiate shall be filed by any party. Upon the request of the local governments negotiating under the authority of Section 15.2-2907(E) of the Code of Virginia, the Commission, or its designee, may be requested to serve as mediator, and, in addition, the Commission's staff and resources shall be available to assist the negotiating local governments. All expenses incurred by the Commission and its staff in assisting with such negotiations shall be borne by the parties initiating the negotiations unless otherwise agreed.
- 6.2 Mediation of Other Interlocal Issues The Commission shall, at its discretion, accept for mediation interlocal issues presented to it by mutual agreement of the affected political subdivisions. Requests for Commission mediation under this Rule should be made to the Commission's offices in Richmond and should be accompanied by

satisfactory evidence that the governing bodies of the affected political subdivisions agree to the request for mediation assistance. Such requests should include a statement indicating the issue for which mediation is sought and such other information as would enable the Commission to determine whether its mediation effort would be timely and appropriate. Where such requests for mediation are presented to the Commission prior to the submission of formal notice of pending action as required by Section 15.2-2907 of the Code of Virginia, such requests need not be accompanied by any of the statistical data or material required under Part IV of these Rules. Provided, however, if the Commission agrees to mediate interlocal issues under this Rule, the local governments requesting such mediation shall assist the Commission by providing such data, material, and other information as may be deemed necessary.

- 6.3 Requested Investigations and Analyses The Commission may, if it deems such appropriate and within the capability of its resources, accept requests from local governments for the undertaking of investigations and analyses. Requests for such investigations and analyses should be addressed to the Commission's offices in Richmond and should include satisfactory evidence that the governing body of the locality initiating the request supports the proposed study. The request should also include a detailed statement of the issue giving rise to the request for the study, a statement of the extent to which the issue is of general interest to local government in Virginia, a statement concerning the prospective benefits of such a study, and such other information as would aid the Commission in its determination as to whether or not to undertake the requested study. Where the Commission agrees to undertake a study under this Rule, the locality or localities requesting such shall assist the Commission and provide, to the extent possible, the data and material deemed necessary for such study. The Commission shall render reports on such studies at such a time and in such a manner as it deems appropriate.

PART VII

AMENDMENT OF RULES

- 7.1 Proposal of Amendments The Commission may, by majority vote of its membership, announce a decision to propose amendments to its Rules of Procedure at any regular or special meeting. The Commission, however, shall develop and adopt amendments to its Rules only in accordance with the public participation process set forth in Part VIII of the Rules and in accordance with other applicable provisions of law.
- 7.2 Effective Date of Amendments Amendments adopted to the Commission's Rules shall have an effective date which shall be established in accordance with the requirements of law.
- 7.3 Emergency and Non-Substantive Regulations Notwithstanding any other provision of these Rules the Commission may adopt emergency or non-substantive amendments in the manner provided by law.

PART VIII

PUBLIC PARTICIPATION PROCESS

- 8.1 Notification of Proposal to Amend Rules Subsequent to any announcement of a proposal to amend its Rules as provided in Rule 7.1, but prior to the development of any proposed amendments, the Commission shall:
- (a) publish notice of the proposal to amend its Rules in the Virginia Register or in any successor publication;
 - (b) publish notice of the proposal to amend its Rules in a newspaper of general circulation in the City of Richmond area and in other newspapers or periodicals which the Commission deems appropriate for the provision of suitable public notice;
 - (c) distribute press releases and announcements of the proposal to amend its Rules to other newspapers and media throughout the State as the Commission deems appropriate for the provision of suitable public notice; and
 - (d) notify by letter, mailed prior to the publication of notice provided for in subsection (a) herein, to each potentially interested party listed in Rule 8.2.
- 8.2 Identification of Potentially Interested Parties The Commission shall consider as potentially interested parties for purposes of its public participation process the following entities:
- (a) the Virginia Municipal League and the Virginia Association of Counties;

- (b) any law firm, consulting entity, or other intermediary which is known by the Commission to have represented or to have prepared data, exhibits, or testimony for any party previously appearing before it;
- (c) any firm, group, association, or other entity which has advised the Commission of interest in its work; and
- (d) any other entity considered by the Commission to be affected by the proposed amendments.

8.3 Content of Notification The notifications provided for in Rule 8.1 shall advise of the Commission's proposal to amend its Rules and shall state the scope and nature of the amendments to be considered. The notifications shall solicit comment, data, and views from all interested parties on the proposed amendments. The notifications shall also specify the date, place, and time at which the Commission will begin to formulate proposed amendments and the latest date, which shall be not less than sixty (60) days after the publication of notice provided for in Rule 8.1(a), by which interested parties may submit materials to the Commission for review with respect to the proposed amendments.

8.4 Public Hearing The Commission shall hold one or more public hearings for the receipt of oral comment on proposed amendments from interested parties prior to their final adoption.

8.5 Extent of Public Participation By the adoption of Part VIII of these Rules, the Commission intends to afford all interested parties an opportunity to participate to the fullest in the initial formation, promulgation, and adoption of all amendments to its Rules.

Guidelines for Submissions in City-to-Town Transitions

Commission on Local Government

I. Basic Submissions

In developing its findings of fact and recommendations with respect to a proposed city-to-town transition, the Commission shall consider the information, data, and factors listed in these Guidelines. Any notice filed with the Commission proposing the transition of a city to town status should be accompanied by data and other evidence responsive to each element listed below which is deemed relevant to the case:

- A. Maps:** map or maps showing (1) the boundaries of the city proposed for transition (municipality) and their geographic relationship to other political boundaries, (2) identifiable unincorporated communities, (3) major streets, highways, schools, and other major public facilities, (4) significant geographic features, including mountains and bodies of water, (5) existing uses of the land within the municipality, including residential, commercial, industrial, and agricultural, and (6) information deemed relevant as to the possible future use of the property within the municipality.
- B. Land Use Table:** tabular compilation showing both the acreage and percentage of land currently devoted to the various categories of land use in the municipality and the county affected by the proposed transition.
- C. Population/Population Density:** the past, the estimated current, and the projected population of the municipality and the county affected by the proposed transition, and the estimated current population density of the two affected jurisdictions.
- D. Public School Students/School Age Population:** the past, the estimated current, and a five (5)-year projection of the future number of students enrolled in the public schools and the number of school age children living in the municipality and the county affected by the proposed transition.
- E. Assessed Property Values:** the assessed values for real property, personal property, machinery and tools, merchants' capital, and public service corporation property for the current year and the preceding ten (10) years for the municipality and for the county affected by the proposed transition.

- F. Tax Rates:** the current local property and non-property tax rates, and such rates for the preceding ten (10) years, applicable within the municipality and the county affected by the proposed transition.
- G. Revenue:** the estimated current local revenue collections (including receipts from real property, personal property, machinery and tools, consumer utility, sales taxes, etc., and receipts from non-tax sources) and intergovernmental aid, and such collections and aid for the preceding ten (10) years, for the municipality and the county affected by the proposed transition.
- H. Assumption of Services by County:** the identification of those services performed by the municipality which are proposed for assumption by the county as a result of the proposed transition, the number of customers or recipients of each such service within the municipality which would be served by the county subsequent to the transition, and the aggregate annual cost to the county for the provision of such services within the municipality.
- I. Town Services:** the identification of those services which would be provided by the town subsequent to the proposed reversion, the number of recipients of each such service within the municipality, and the aggregate annual cost to the proposed town for the provision of such services.
- J. Disposition of Municipally-Owned Facilities:** the identification of those municipally-owned facilities which are proposed for transfer to the county, the identification of those which would be retained by the proposed town, and the current fair market value and the outstanding municipal debt attributable to each such facility.
- K. Municipal Debt:** the current outstanding debt of the municipality, the applicable portion of such debt stated as a percentage of the municipality's constitutional debt limit, and the current schedule for the retirement of all municipal debt.
- L. Disposition of Municipal Debt:** the identification of that portion of the municipality's indebtedness which is proposed for transfer to the county and the purposes for which such debt has been incurred.
- M. County Revenue Collections within Municipality:** estimates of the annual amount of tax and non-tax revenues to be collected by the county within the municipality subsequent to the proposed transition.

- N. Intergovernmental Aid:** estimates of the annual additional amount of intergovernmental aid to be received by the county as a result of the proposed transition.
- O. Net Aggregate Fiscal Impact on County:** an estimate of the net aggregate fiscal impact of the proposed transition on the county during the initial year subsequent to the transition and during each of the ensuing five (5) years.
- P. Prospective Impact on County's Real Property Tax Rate:** an estimate of the adjustment required in the county's real property tax rate, assuming that the net aggregate fiscal impact on the county resulting from the transition is addressed solely by an adjustment in such rate.
- Q. Net Aggregate Fiscal Impact on Municipality:** an estimate of the net aggregate fiscal impact of the proposed transition on the municipality during the initial year subsequent to the transition and during each of the ensuing five (5) years.
- R. Prospective Impact on Municipality's Real Property Tax Rate:**
an estimate of the adjustment required in the municipality's real property tax rate, assuming that the net aggregate fiscal impact on the municipality resulting from the transition is addressed solely by an adjustment in such rate.
- S. Compliance with State Policies:** the effect of the proposed transition on compliance with and the promotion of applicable State policies with respect to environmental protection, public planning, education, public transportation, housing, and other State service policies declared by the General Assembly.
- T. Terms and Conditions:** specification of the terms and conditions which should be established by the court to balance the equities between the municipality and the county; to protect the best interests of the affected localities, their residents, and the Commonwealth; and to ensure an orderly transition of the city to town status.

II. Additional Data Elements

The Commission's staff shall endeavor to assist the parties proposing or involved in proceedings for the transition of a city to town status by identifying additional data elements considered by the Commission to be relevant in disposition of specific transition issues.

Adopted by the
Commission on Local Government
January 6, 1997

**GUIDELINES FOR ADVISORY REVIEW OF
VOLUNTARY ECONOMIC GROWTH-SHARING AGREEMENTS
PURSUANT TO SECTION 15.2-1301 OF THE CODE OF VIRGINIA**

COMMISSION ON LOCAL GOVERNMENT

A. PROCESS

1. Notice to Commission: Notice of a proposed voluntary interlocal economic growth-sharing agreement developed under the authority of Section 15.2-1301 of the Code of Virginia (agreement) shall be submitted to the Commission on Local Government accompanied by resolutions adopted by the governing bodies of the participating political subdivisions evincing their support of the instrument. Notices to the Commission should indicate the name, title, address, and phone number of the individual who shall serve as designated contact for each locality with the Commission regarding its review of the proposed agreement.
2. Submission of Supporting Materials by Parties: Parties giving notice to the Commission of a proposed agreement may submit with such notice as much data, exhibits, documents, or other supporting materials as they deem appropriate; however, such submissions should be fully responsive to the relevant elements specified in Part B herein.
3. Commission Scheduling of Review: Upon its receipt of notice of a proposed agreement, the Commission shall, subsequent to discussion with representatives of the jurisdictions submitting such notice and other appropriate parties, schedule a review of the proposed instrument. The Commission shall generally schedule for consideration issues in the order in which they are received; however, the Commission reserves the right to consider issues in other sequence where it deems such appropriate.
4. Nature of Commission Review: The Commission's review of an agreement shall be designed to determine "the probable effect" of the proposed agreement on the people residing in the participating jurisdictions. To that end, the Commission shall conduct such hearings, tours of affected areas, and independent research as it deems appropriate. Any hearings held by the Commission shall be structured and conducted in such manner as it deems appropriate to assist it in its analysis and in its development of findings of fact.

5. Restrictions on Communications with Commissioners: No party to a proceeding before the Commission for the review of an agreement shall conduct ex parte communications with any member of the Commission with respect to the merits of the issue under review, except as is authorized by the Commission, its Chairman, or its Rules.
6. Disclosure of Submissions: Any materials submitted to the Commission by the parties in conjunction with or relative to the review of an agreement shall be considered public documents and made available to any other interested party or the public. Any interested party or member of the public may request copies of any such materials, which shall be provided promptly at a price sufficient to cover the cost of reproduction and distribution.
7. Identification and Nature of Materials Submitted: Each document, exhibit, or other material submitted to the Commission shall bear a title, the date of preparation, a detailed citation of the sources from which all data are obtained, and the name of the entity which submitted such. The Commission may not accept for review and consideration any exhibit, document, or other material unless the person preparing it, or a representative of the entity responsible for its submission, shall be willing to appear before the Commission for purposes of answering questions regarding such material.
8. Projections of Data: Unless otherwise requested, whenever projections of data are submitted, such projections should be made for periods deemed appropriate and possible by the submitting party. In each instance where projections are given, the method and basis of such projections should be fully described.
9. Certification of Submissions: All data, exhibits, documents, or other materials submitted to the Commission on the initiative of a party or pursuant to a request from the Commission shall be certified by the submitting party (a) as to the source and (b) as to the fact that such material is correct within the knowledge of the submitting party.
10. Required Copies of Submissions: Any local government filing notice or making submissions to the Commission shall provide at least eight (8) copies of each document, unless the Commission agrees that a lesser number will be sufficient for its review and analysis.

11. Staff Solicitation of Data: At any time during the course of the Commission's review of an issue, the Commission's staff may solicit such additional data, documents, records, or other material from the parties as it deems necessary for a proper analysis of the issue.
12. Issuance of Advisory Report: The Commission shall render its report on each proposed agreement as expeditiously as possible, consistent with the time required for a thorough review of the issue.

B. INFORMATION, DATA, AND FACTORS RELATIVE TO COMMISSION REVIEW

In developing its findings of fact and recommendations with respect to a proposed voluntary economic growth-sharing agreement developed under the authority of Section 15.2-1301 of the Code of Virginia, the Commission shall consider the information, data, and factors listed below. Localities submitting notice to the Commission of such a proposed agreement shall submit with such notice data and other evidence responsive to each element listed below which they deem relevant to the issue:

1. A copy of the proposed agreement;
2. A description of the financial investment or other contributions which each participating locality will make to the project(s) envisaged under the agreement;
3. Projections of each participating locality's net annual receipts or net annual contributions to the project(s) specified in the agreement for the next ten (10)-year period, or for a lesser or greater period as deemed appropriate;
4. A description of any dedication or restriction on the use of funds generated by the project(s) specified in the agreement for the participating localities;
5. Calculations indicating the estimated impact of the project(s) proposed in the agreement on the annual operating expenditures of each participating jurisdiction for the next ten (10)-year period, or for a lesser or greater period as deemed appropriate;
6. Calculations indicating the estimated impact of the project(s) proposed in the agreement on the current and prospective capital expenditures of each participating jurisdiction over the course of the next ten (10)-year period, or over a lesser or greater period as deemed appropriate;

7. Calculations indicating the estimated impact of the project(s) proposed in the agreement on the debt and annual debt service of each participating jurisdiction over the course of the next ten (10)-year period, or over the course of a lesser or greater period as deemed appropriate;
8. Information indicating the general equity of the proposed plan for each participating locality; and
9. Other information which would assist the Commission in analyzing the "probable effect on the people" in the participating jurisdictions of the proposed agreement.

**Adopted by the
Commission on Local Government
November 26, 1996**

CONVERSION TABLE
RULES OF PROCEDURE - VIRGINIA ADMINISTRATIVE CODE

RULES OF PROCEDURE RULE NUMBER	VIRGINIA ADMINISTRATIVE CODE
1.1	N/A
1.2	1VAC 50-20-10
1.3	1VAC 50-20-20
1.4	1VAC 50-20-30
1.5	1VAC 50-20-40
1.6	1VAC 50-20-50
1.7	1VAC 50-20-60
1.8	1VAC 50-20-70
1.9	1VAC 50-20-80
1.10	1VAC 50-20-90
1.11	1VAC 50-20-100
1.12	1VAC 50-20-110
1.13	N/A
2.1	1VAC 50-20-120
2.2	1VAC 50-20-130
2.3	1VAC 50-20-140
2.4	1VAC 50-20-150
2.5	1VAC 50-20-160
2.6	1VAC 50-20-170
3.1	1VAC 50-20-180
3.2	1VAC 50-20-190
3.3	1VAC 50-20-200
3.4	1VAC 50-20-210
3.5	1VAC 50-20-220
3.6	1VAC 50-20-230
3.7	1VAC 50-20-240
3.8	1VAC 50-20-250
3.9	1VAC 50-20-260
3.10	1VAC 50-20-270
3.11	1VAC 50-20-280
3.12	1VAC 50-20-290
3.13	1VAC 50-20-300
3.14	1VAC 50-20-310
3.15	1VAC 50-20-320
3.16	1VAC 50-20-330
3.17	1VAC 50-20-340
3.18	1VAC 50-20-350
3.19	1VAC 50-20-360
3.20	1VAC 50-20-370

CONVERSION TABLE
RULES OF PROCEDURE - VIRGINIA ADMINISTRATIVE CODE

RULES OF PROCEDURE RULE NUMBER	VIRGINIA ADMINISTRATIVE CODE
3.21	1VAC 50-20-380
3.22	1VAC 50-20-390
3.23	1VAC 50-20-400
3.24	1VAC 50-20-410
3.25	1VAC 50-20-420
3.26	1VAC 50-20-430
3.27	1VAC 50-20-440
3.28	1VAC 50-20-450
3.29	1VAC 50-20-460
3.30	1VAC 50-20-470
3.31	1VAC 50-20-480
3.32	1VAC 50-20-490
3.33	1VAC 50-20-500
3.34	1VAC 50-20-510
3.35	1VAC 50-20-520
3.36	1VAC 50-20-530
4.1	1VAC 50-20-540
4.2	1VAC 50-20-550
4.3	1VAC 50-20-560
4.4	1VAC 50-20-570
4.5	1VAC 50-20-580
4.6	1VAC 50-20-590
4.7	1VAC 50-20-600
4.8	1VAC 50-20-610
5.1	1VAC 50-20-620-A
5.2	1VAC 50-20-620-B
5.3	1VAC 50-20-620-C
5.4	1VAC 50-20-620-D
5.5	1VAC 50-20-620-E
5.6	1VAC 50-20-620-F
5.7	1VAC 50-20-620-G
5.8	1VAC 50-20-620-H
5.9	1VAC 50-20-620-I
5.10	1VAC 50-20-620-J
5.11	1VAC 50-20-620-K
5.12	1VAC 50-20-620-L
5.13	1VAC 50-20-620-M
5.14	1VAC 50-20-620-N
5.15	1VAC 50-20-630-A

CONVERSION TABLE
RULES OF PROCEDURE - VIRGINIA ADMINISTRATIVE CODE

RULES OF PROCEDURE RULE NUMBER	VIRGINIA ADMINISTRATIVE CODE
5.16	1VAC 50-20-630-B
5.17	1VAC 50-20-630-C
5.18	1VAC 50-20-630-D
5.19	1VAC 50-20-630-E
5.20	1VAC 50-20-630-F
5.21	1VAC 50-20-630-G
5.22	1VAC 50-20-630-H
5.23	1VAC 50-20-630-I
5.24	1VAC 50-20-630-J
5.25	1VAC 50-20-630-J
5.26	1VAC 50-20-630-K
5.27	1VAC 50-20-640-A
5.28	1VAC 50-20-640-B
5.29	1VAC 50-20-640-C
5.30	1VAC 50-20-640-D
5.31	1VAC 50-20-640-E
6.1	1VAC 50-20-650
6.2	1VAC 50-20-660
6.3	1VAC 50-20-670
7.1	1VAC 50-20-680
7.2	1VAC 50-20-690
7.3	1VAC 50-20-700
8.1	1VAC 50-10-10
8.2	1VAC 50-10-20
8.3	1VAC 50-10-30
8.4	1VAC 50-10-40
8.5	1VAC 50-10-50